

Make the Call!

USPS Employee Assistance Program

1-800-327-4968

(1-800-EAP-4-YOU) TTY: 1-877-492-7341
www.EAP4YOU.com

Employee Assistance Program

10 Self Care Tips When Times Get Tough

The demands of work and family challenge us to manage our time and balance our priorities. The way we react physically or mentally to life factors and balance them can be either life-enhancing or stress-producing. A hectic, unbalanced lifestyle can prevent enjoyment of personal relationships, interfere with productivity and happiness at work, and can be harmful to our health.

Here are some tips to balance work and personal needs to make your time at work and at home more positive and rewarding. While there are many things over which you have no control, such as the number of hours you work, there are things you can do to improve your situation. Apply the following tips to find the balance you need, particularly when times are tough.

- Ask for support. Communicate your professional and personal needs. Tell family when you are in a 'high-stress' period at work. Ask for their patience. Remind them that you care about them and their needs.
- Improve Your Physical and Mental Health. Get regular exercise. Maintain a reasonable diet and healthy sleep habits. Make time for yourself. Use relaxation and meditation techniques.
- Spend the limited time available with those you love. Develop a hobby or project together; schedule time to do what you enjoy.
- Consider counseling if you are having difficulties with one or more areas of your life.
- Surround yourself with positive people and things that make you happy.
- Avoid the use of alcohol, too much caffeine, non-prescribed medication and other drugs to control stress. Use medications with care and only when warranted by your health condition and prescribed by a doctor.
- Prioritize your tasks according to their importance.
- Set small goals that are meaningful to you and that will lead to long-term accomplishments.
- Be Efficient. Cook bigger portions and freeze for later; batch errands and complete in a reasonable order.
- Cultivate allies at work. Knowing that you have co-workers who are willing to assist in difficult times will reduce stress. Be flexible.

The outlined techniques can be a good starting point for striking a balance between your work and your personal life. For more detailed information, you can contact professional counselors at EAP. The free, confidential, voluntary Employee Assistance Program is available to employees and their immediate family members.

Make the Call!

USPS Employee Assistance Program

1-800-327-4968

(1-800-EAP-4-YOU) TTY: 1-877-492-7341
www.EAP4YOU.com